

OIL INDUSTRY DEVELOPMENT BOARD
(Ministry of Petroleum & Natural Gas)
3rd Floor, Tower C, Plot No. 2, Sector – 73, Noida (U.P)

No. 14/31/2018-OIDB

10-08-2019

EXPRESSION OF INTEREST (EOI)

Oil Industry Development Board (OIDB) invites EOI from reputed and financially sound agencies having experience & expertise in managing cleanliness, operation and maintenance services of Electrical, DG, Water & Fire Fighting, FMS, HVAC, STP, UPS, Lift, BMS, Civil, Horticulture, LAN & Voice Network of multi-storeyed high-rise building complex, as per schedule given below:

Sl. No.	Item	Description
1.	Scope of Work	Providing composite services for cleanliness, operation and maintenance of Electrical, DG, Water, Fire, FMS, HVAC, STP, UPS, Lift, BMS, Civil, Horticulture, LAN & Voice Network
2.	Type	Online EOI
3.	EOI Document Fee	Free downloadable from https://eprocure.gov.in
4.	Availability of EOI document	Central Public Procurement Portal – https://eprocure.gov.in OIDB Website – www.oidb.gov.in
5.	Submission of EOI at	Central Public Procurement Portal – https://eprocure.gov.in
6.	EOI upload date	10-8-2019
7.	Start date of submission of EOI	10-8-2019
8.	Last date of submission of EOI	2-9-2019
9.	Date of opening of EOI	3-9-2019
10.	Contract period	1 Year extendable for another 02 years subject to satisfactory performance
11.	Estimated cost including taxes	Rs 275 Lakh

2	PRE QUALIFICATION CRITERIA (PQC)
2.1	Bidder should have valid labour, electrical and other related licenses.
2.2	Bidder should have valid PAN, PF, ESI, GST and labour registration.
2.3	Bidder should have Registered/branch office in Delhi/NCR Region.
2.4	Bidder should have ISO:9001:2015 certification.
2.5	Bidder should have experience of similar composite work from CPSUs/State PSUs/Central or State Govt./Semi Govt./MNCs.
2.6	Similar work means providing composite services for cleanliness, mechanized/electric equipment, fire fighting, horticulture, LAN & voice network in a multi-storeyed high-rise building complex.
2.7	Bidder should have an average annual financial turnover of at least 30% of estimated cost during last 3 years, ending 31 March 2018 i.e. Rs 83 Lakh
2.7.1	Experience of having successfully completed similar work during last 5 years ending last day of month previous to the one in which applications are invited should be either of the following:
2.7.2	Three similar completed works costing not less than the amount equal to 40% of the estimated cost i.e. Rs 110 Lakh or;
2.7.3	Two similar completed works costing not less than the amount equal to 50% of the estimated cost i.e. Rs 138 Lakh or;
2.7.4	One similar completed work costing not less than the amount equal to 80% of estimated cost i.e. Rs 220 Lakh.
2.8	Offer of bidder under liquidation and/or net worth going negative will not be considered. A declaration/undertaking to this effect shall be submitted mandatorily by the bidder.
2.9	Bidder should not be on holiday list/black listed by OADB or any of Govt./PSU/MNC. A declaration/undertaking to this effect shall be submitted mandatorily by the bidder for in any of the last 3 financial years.
2.10	Annexure-I to be submitted with supporting documents towards qualification.
2.11	Documentary proof with respect to PQs to be submitted mandatorily with technical bid.

3.	GENERAL SCOPE OF WORK:
3.1	Agency shall be required to provide operational & maintenance services on 24 X 7 basis by providing suitable number of manpower as trained staff. The details of manpower and duty hours are at Annexure-II . Service Provider will be directly responsible for ensuring operational service levels and that the performance is met. They will be directly reporting to Officer-In- Charge. The detailed scope of work is at Annexure-B . Staff of the next shift will be off from the duty only after the staff of next shift report for duty. Shift will be changed after proper handing over/ taking over formalities in the register provided for this purpose.
4.	RESPONSIBILITIES:
4.1	Provide service of Highest Quality.
4.2	Hire, train and retain such personnel as may be required to manage and perform the assigned functions as defined. All work is to be completed in a manner that is consistent and compliant with all local and national laws, codes and regulations being a service requirement to be met 100%.
4.3	Ensure a professional environment where full 24/7 backup capabilities are in place & protected from internal and external interruptions.
4.4	Maintain effective relations, implement procedures to define and ensure the prompt handling of routine customer service requests including the proper communication channels and service workload tracking mechanisms.
4.5	Provide the expertise supervision and maintenance and repair services associated with the various building systems. Ensure all systems function as designed to maintain system reliability and conserve energy. Identify improvement opportunities to increase reliability, extend capabilities and reduce operating costs.
4.6	Provide for on-site technical and general maintenance staff coverage to satisfy daily workload and requirements.
4.7	Develop staffing plan that minimizes overtime expenses incurred due to recurring work tasks that can be planned and scheduled in advance.
4.8	Develop operating plans and strategies which ensure that adequate resources are available at all time to properly support the scale of technical complexity of facility system. Provide maintenance and repair services for electronic security equipment, devices and systems.

4.9	Agency should have valid registration of all required/applicable departments.
4.10	All the staff should be given Identity card and same should be displayed to security guard on entry to the premises. The staff will record their attendance/entry in biometric system & register kept at site whenever they are entering / exiting to record their presence at a given point of time to ascertain their presence during any emergency.
4.11	A list of items should be prepared, monitored & maintained. Report should be submitted every month.
4.12	The job is to manage all services under single point responsibility & shall be with modern systems and services of international quality, integrating all functions necessary to support daily operations ranging from housekeeping to high-tech operation and maintenance services, deploying competent, trained and experienced work force under a well-structured system and using modern management techniques including hardware and software support.
4.13	Ground maintenance to keep in good and clean condition the structure, appearance, maintain car parking, paving, roads and landscaping in excellent order, maintain common areas, cleaning and removal of litter from landscape areas.
4.14	The agency will continually strive to operate with customer friendly process. Liaise with government authorities such as Water Firefighting, Sewage, Electrical and others for NOC, etc.
4.15	To prevent theft, pilferage, damage at the premises and report wherever necessary. To carry out any other work allotted to the agency with regard to services. To streamline work in accordance with the instructions given to the agency time to time.
4.16	Senior person (Technical) must visit the site once in a fortnight to check the performance of maintenance staff or as directed.
4.17	To maintain regular contact with Officer-In-Charge with regard to maintenance and improvement.
4.18	The bidder shall be responsible for arranging uniform including winter clothes, umbrella, torch, boot, safety items and all necessary tools and equipment from time to time at its own cost required for maintenance or as directed.
4.19	There should be minimum staff on-site at all times (staffing levels should not compromise on service delivery).
4.20	The staff should be dressed in uniform and possess Identity Card and should be displayed.

4.21	There should be adequate off-site backup, trained, to ensure 100% service delivery.
4.22	The bidder will liaise with external parties (government bodies), including, payment of power & water bills and assist the management as and when the services are required.
4.23	Bidder will provide and manage all safety equipment and shall be responsible for the safety of his staff/personnel deputed at the said premises.
4.24	The bidder shall be liable to pay full amount of wages to deputed staff actually paid by OIDB in respect of all the posts on or before tenth of every month without waiting for the payment of bill(s) for the said month(s). All arrears arising out due to revision of minimum wages shall be paid only after documentary evidence i.e. bank statement with name of staff and amount of arrear deposited is submitted by the agency. The agency shall also submit the details of wages paid duly acknowledged by each deputed staff every month with the invoice. Increase in minimum wages due to revision of DA will be paid by OIDB.
5	LIABILITIES:
5.1	Bidder shall ensure that deputed staff is above 18 years of age and possess full knowledge of work. The staff deployed by the agency should be trained, middle age, active, smart and well turned out with clean, proper uniform and Identity Card. Services to be performed by qualified Diploma/Certificate holder from a government recognized institute, competent, efficient and good character personnel in accordance with recognized best practices and industry standards.
5.2	The day and night duty staff will be equipped with all necessary tools and torches.
5.3	During winter day and night duty maintenance staff will be equipped with woollen garments.
5.4	The shift of the staff would be rotated weekly & a roaster would be maintained for proper check by the Facility Manager.
5.5	The bidder should carry out police and address verification of all manpower deployed by him in OIDB premises.
5.6	The staff would be changed with proper handing and taking over after each shift for better arrangements from operational point of view.
5.7	All liabilities such as wages, ESI, PF, Bonus, Insurance and all other statutory requirements of staff on duty will be borne by the bidder. The bidder will submit the proof of PF & ESI payments with bill. The bidder will also submit an undertaking that all statutory obligations have been complied and shall ensure timely payment of wages/salary to staff/persons employees.

5.8	Any damages to the property of OIDB such as engineering goods, items of furniture and fixtures in the complex including sanitary wares, firefighting systems, plumbing systems and any other system by the workers will be borne by the bidder and cost will be adjusted against the payments.
5.9	The bidder will provide the replacement Immediately within 24 hours in case anyone proceeds on leave or remain absent or resigns from the post failing to do so Rs.500/- per day for each absent staff will be recovered during the said month from the bill.
5.10	The bidder shall indemnify OIDB for any liability towards any accident, death or injury to deployed staff against any loss of or damage to any property belonging to OIDB, its servants or agents which shall arise out of the performance of the services under this agreement and against all costs, demands and damages involved therewith.
6.	GENERAL TERMS & CONDITIONS :
6.1	Tender document should be submitted with covering letter having index in which information of attached documents be given serial number wise like name of the document with page number etc. Proper page numbering should be done for all documents uploaded on Central Public Procurement Portal https://eprocure.gov.in
6.2	All pages of the tender document are to be signed by the authorized signatory with stamp of the bidding firm as token of having accepted all the terms and conditions of the tender. Person signing the bid or other documents attached with tender must clearly write his/her name and also specify the designation.
6.3	Incomplete bid and/or bid without covering letter and/or without serial numbered pages and/or without signature & stamp of authorized signatory may be disqualified.
6.4	OIDB reserves the right to annul the process of tendering at any time without assigning any reason. OIDB reserves the right to reject any or all the tenders without assigning any reason. OIDB also reserves the right to change any condition of the tender before submission of the bids.
6.5	Bidder must acquaint himself/herself of the site and conditions prevalent at OIDB Bhawan at their own cost and convenience.
6.6	Validity of bid should be 90 days from the date of opening of Technical Bid. Bids with validity less than 90 days shall not be considered.
6.7	Successful bidder shall furnish Security Deposit/Performance Bank Guarantee within 10 days from the issue of LOA or Demand Draft or Fixed Deposit Receipt (original) made in favour of OIDB for an amount equal to

	10% of the contract value. Performance security/SD shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations.
6.8	Successful bidder shall become contractor hence the term bidder and contractor as appearing in this tender document shall denote same person before and after the award of contract respectively. The expression "bidder" shall mean the "contractor" wherever appearing for the purpose of the contract.
6.9	Sub-letting of contract is not allowed. Splitting of the work is also not envisaged in this contract. However tie-up with OEM for the benefit of OIDB shall be allowed.
6.10	It shall be contractor's responsibility to keep all the equipment and surrounding area neat and clean.
6.11	All safety & security measures, precautions, rules, regulations as required under law shall be the sole responsibility of the contractor. Contractor will have to arrange required number of caution board at own cost for displaying on the controlling switches while attending repair work.
6.12	Contractor will ensure the safety of the persons deployed by them and contractor himself will be responsible for the same. Contractor will indemnify OIDB for any mishap, injury, accident to the persons deployed by him for the work at OIDB Bhawan.
6.13	While carrying out the work utmost care would be taken by contractor to ensure that property of the OIDB is not be damaged. In case of damages, the same shall be replaced/rectified by contractor at own cost. In case electric motor is burnt due to any reason contractor will have to make good the loss either by repair or by replacement as the case may be at contractor's own cost.
6.14	Contractor will take necessary action promptly during power failure, fire & other emergency situation and ensure restoration at the earliest.
6.15	Information of break down, fault, defects etc. noticed by contractor personnel shall be recorded with date and time and informed to officer-in-charge. Remedial measures/ actions are to be initiated immediately by the contractor.
6.16	Contractor shall take up repair of electrical, mechanical, electronic & other equipment at own cost. Replacement of equipment or its part shall be considered as last resort only. Use & throw policy, if any, by the contractor is not acceptable to OIDB.
6.17	Replacement of equipment or its parts is to be considered as last resort only. Valid reason(s) for replacement of equipment or spare parts, are to be submitted for consideration & approval of OIDB. The defective equipment is to be replaced at the earliest after approval. However, the cost of new equipment will be reimbursed by OIDB after due verification of tax invoice & material challan. Defective equipment/parts replaced with a new supplied equipment/part will remain as the property of OIDB.

6.18	Sourcing of spare part/equipment from OEM or other suppliers will not absolve the contractor from its responsibility for proper maintenance of the system as envisaged in the contract. Uninterrupted operation & maintenance of all services is the responsibility of the contractor.
6.19	Diesel for DGs & Fire Engine, common salt for softener, chemicals, resin, media, carbon, liquid chlorine, uria, etc. for STP, and any other operational supplies required shall be supplied by OIDB free of cost.
6.20	Services of OEM will be taken by the contractor at its own cost to attend to any breakdown if in-house expertise is not sufficient or not available with the contractor.
6.21	Contractor will provide at its own cost all necessary standard tools and special tools, tackles, complete tool box/kit, etc. at site for attending to civil, mechanical, electrical, IT & instrumentation related maintenance and breakdown works.
6.22	Contractor will provide at its own cost all required electrical/mechanical/instrument consumables namely PVC tape, Teflon tape, screw, nut-bolt, washer, cotton waste, cloth, emery paper, metal & plastic cleaning liquid, fuse, bearing, grease, M-seal, araldite, Fevikwik, and all other small value consumable items each with a value of up to Rs 500.
6.23	In case contractor fails in fulfilling obligations under the contract, OIDB shall engage services of OEM or any other agency at the risk and cost of the contractor.
6.24	In case an equipment or a part is to be taken outside for servicing to service centre, the bidder will provide a free of cost stand-by equipment/part. If the component needs time then an alternate temporary arrangement will be made free of cost by the contractor to ensure 100% availability of all equipment.
6.25	Roster of persons deployed for round the clock availability of skilled and trained manpower shall be prepared by the contractor. Contractor shall make arrangement for leave vacancy and submit monthly roaster to OIDB.
6.26	Contractor will attend to all break-down, preventive maintenance work and over hauling of machines promptly as per technical requirement. If required contractor will provide additional manpower resources at its own cost.
6.27	Contractor will maintain all the equipment satisfactorily till the end of tenure/termination and handover all equipment & systems in good working condition.
7.	STATUTORY OBLIGATIONS:
7.1	In the event of violation of any contractual or statutory obligations contractor shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against OIDB by any individual, agency or government authority

	<p>due to acts of the contractor, the contractor shall be liable to make good/compensate such claims or damages to the OADB. As a result of the acts of the contractor, if OADB is required to pay any damages to any individual, agency or government authority, the contractor would be required to reimburse such amount to OADB or OADB reserves the right to recover such amount from the payment(s) due to the contractor while settling his/her bills or from the amount of security deposit of the contractor lying with OADB.</p>
7.2	<p>Contractor will make payment of wages to all their employees electronically in accordance with the minimum wages as applicable to Central Government department from time to time. In case of non-payment of wages or any other dues to any of the employee, OADB reserves the right to recover the amount equal to such dues of the employees from contractor's bill and pay to concerned employees. Contractor will take all necessary steps to deposit statutory contribution in respect of employees with the concerned authorities and to ensure strict compliance of labour laws. It will be the responsibility of contractor to comply with the statutory obligations related with the contract including that of provident Fund (PF) and Employee State Insurance (ESI) for the persons deployed. Contractor shall adhere to all laws, rules and regulations that may be in force from time to time concerning the employment or service conditions of their employees.</p>
8.	<p>PENALTY:</p>
8.1	<p>Penalty equal to 1% on monthly payable bills per day subject to a maximum of 10% may be imposed on contractor for not carrying out the services satisfactorily under the contract. In addition, on such day, OADB reserves the right to carry out job through any other agency at contractor's risk and cost.</p>
8.2	<p>In case, any of the jobs mentioned in the contract/LOA are not attended except due to force majeure conditions, the same can be carried out from the market at contractor's risk and cost. The cost at which work is got executed plus 25% extra as administrative cost shall be charged by OADB.</p>
8.3	<p>All equipment shall be in good working condition. In case of failure of any equipment/machine during the contract period the same shall be got repaired from OEM. Failure to carry out the repair/replacement by contractor for more than a period of 15 days shall attract provision of penalty clauses as above.</p>
9.	<p>TERMINATION:</p>
9.1	<p>For premature termination of the contract, three month notice from either side shall be required in writing. Contractor shall vacate the premises, if desired by OADB and handover the same to OADB along with all articles as may have been provided. The decision of the competent authority in OADB shall be final and will be binding upon the contractor.</p>
9.2	<p>Contract can be terminated by either party after giving notice as above to the other</p>

	party extendable by mutual agreement till alternate arrangements are made. However, OI DB reserves the right to terminate the contract without giving any notice in case the contractor commits breach of any of the terms of the contract. OI DB's decision in such a situation shall be final and shall be accepted by the contractor without any objection or resistance.
9.3	OI DB reserves the right to terminate the contract at any time as above if the services are found unsatisfactory resulting in the forfeiture of performance security deposit. OI DB also has the right to award the contract to any other agency at the cost, risk and responsibilities of contractor and excess expenditure incurred on account of this will be recovered by OI DB from security deposit or pending bill or by raising a separate claim. However, the agreement can be terminated by the contractor by giving three months' notice in advance. If the agency fails to give three months' notice in writing for termination of the agreement then three month's payment, etc. and any amount due to the agency from OI DB shall be forfeited.
9.4	Contract can be terminated by OI DB if any document/representation of the bidder is found to be incorrect/false and/or the contractor fails to perform its obligations and duties as enumerated in the tender document and/or fails to remedy the breach within 7 days of notice by OI DB.
9.5	If the contract is terminated by the contractor without giving stipulated period of notice or fails to observe the terms & conditions of the letter of award for the contract and the agreement signed by the contractor with OI DB, the security deposit will be forfeited without prejudice to the OI DB's right to proceed against the contractor for any damages that OI DB suffers as a result of the breach of the aforesaid terms and conditions.
9.6	OI DB may terminate the contract if it discovers that the bidder had engaged in Corrupt practices or fraudulent/illegal practices in competing for the contract.
9.7	In case, the information/document furnished by the bidder forming basis of evaluation of its bid is found to be false/fake/forged after the award of the contract, OI DB shall have the right to terminate the contract and get the remaining works executed by a third party at the risk & Cost of the Bidder and without any prejudice to other rights available to OI DB under the contract such as forfeiture of the performance bank guarantee, withholding of payment, etc.
9.8	Bidder found guilty of any corrupt or fraudulent practice or submission of false/fake/forged documents, shall be put on the negative/holiday list of OI DB debarring the bidder from future business with OI DB.
10.	ARBITRATION:
10.1	Dispute, if any, arising out of the contract, shall be settled by mutual discussion, failing which, the dispute shall be referred to arbitrator to be appointed by Secretary, OI DB and arbitration shall be considered as per Arbitration Act. Notwithstanding the place

	where the work under this contract is to be executed, the courts of Delhi alone shall have the jurisdiction over all matter concerning this contract.
11.	FORCE MAJEURE:
11.1	Neither party will be liable for any claim on account of any loss, damage or compensation whatsoever, arising out of any failure to carry out the terms of this contract, where such failure is caused due to force majeure conditions like war, rebellion, mutiny, civil commotion, fire, riots, earthquake, drought, flood crop failure, or act of God or due to any restraint or regulation of the state or central government or a local authority. A notice of such occurrence is to be given to the other party in writing within 10 days from the date of occurrence of the force majeure condition, furnishing therewith documentary evidence supporting the invoking of the force majeure and will inform other party of the period for which the force majeure condition continued with documentary evidence thereof this effect.

Annexure - B

SCOPE OF WORK

1.	LIFTS:
1.1	Operate the assigned lifts safely and efficiently.
1.2	Ensure that the door remain open till all riders have come inside or gone out.
1.3	Escort officials/users to the different floors.
1.4	Maintain all operational aspects of the assignments of lifts and cleanliness inside the lifts.
1.5	In case of any fire incident operator ought to be aware about all the safety guidelines and may need to disable it and prevent its use.
1.6	Maintain lift with modern maintenance techniques so as to have zero breakdown.
1.7	In case of malfunction, stop the lift and report immediately.
1.8	Restore the services of affected lift in shortest possible time.
1.9	Any other job related to above.

2.	CIVIL WORKS
2.1	All civil works shall be executed as per schedule of CPWD/DSR rates.
2.2	For civil works not specifically mentioned in CPWD/DSR rates will also be executed on mutually agreed rates.
2.3	Each civil work will be started after approval from competent authority.
2.4	Measurement Book has to be maintained for each & every civil work executed.
2.5	Original GST invoice copy is to be submitted towards materials used in civil works.
2.6	Original material challan with proper entry at OIDB gate and having signature & name of the security personnel is to be submitted with bill/invoice.
2.7	Any other job related to above.

3.	OPERATION & MAINTENANCE OF ELECTRICAL SYSTEM & DG SETS
3.1	<p>OIDB Bhawan is situated at Plot No. 2, Sector-73, Noida (Uttar Pradesh). The building with a built up area of 4,25,000 sq.ft. is constructed on a plot of 16,000 sq.mt. There are 4 blocks in the building. 3 blocks are with G+3 floor construction while the 4th block is with G+9 floor construction. In addition there are two level basements, lower & upper. The basement has utilities meant for large building complex. These are DG Plant, HVAC, UPS, fire water pump house, electrical switch room, IBMS, sewage treatment plant, storage space in addition to parking facilities. Building has 8 lift of 1000/1300 kg loading capacity.</p> <p>OIDB Bhawan is receiving power from PVVNL through Single 11KV feeder (power cable). The cable is terminating near to the Office complex gate from where it is taken to the metering equipment of PVVNL. 11KV feeder is taken to switch room from where it goes to voltage stabilizer and is fed to switchgear. Two 11KV outgoing feeder from switchgear are connected, one each to 1.6MVA, 11KV/433V transformer. After stepping down, power at 433V from both 1.6MVA transformers is taken through bus-duct to Main LV Panel. Feeders from LV switchgear are further distributed to various locations in and around OIDB Complex.</p> <p>Office complex also has 3 sets of 1,010 KVA MTU make Diesel Generating Sets and 1 set of 500 KVA Volvo Penta make Diesel Generator. These are meant for meeting full load requirements of the complex which is close to 2,500 KW peak and an average of 1,300 KW in the event of PVVNL power failure. DGs have two number cooling towers and three cooling water pumps.</p>
3.2	<p>Operation & maintenance of receiving HT substation, LT substation, Internal and external electrical installations including all electrical equipment associated with the power system, building lighting, UPS, grounding system, DGs, including water pumps, cooling towers, etc. Repair and/or replacement of electrical equipment including cable & other accessories, if required.</p>
3.3	<p>Prepare preventive maintenance schedule of all equipment including transformer, HT & LT panel, capacitor panel, DGs, UPS, Battery and its charger, motors, pumps, fans, light fittings, power supply point, etc. Complete all activities as per schedule and maintain proper records. Contractor will carry out maintenance at own cost.</p>
3.4	<p>Check & record DG parameters like temperature, lube oil pressure, lube level, coolant level, Diesel Level & stock availability. Take timely action in case abnormality is detected. Fuel tank topping up as and when required.</p>
3.5	<p>Transformer oil testing for BDV, moisture, flash point, etc. once in a year from government laboratory and carry out oil filtration if required as per test report.</p>
3.6	<p>Half yearly inspection & cleaning of bus duct, bus bars and all cable connections for abnormality & hot spot detection and rectification.</p>

3.7	Attending to breakdown & troubleshooting effectively, without delay, and in a manner to prevent recurrence in future. Attend to all complaints relating to electrical faults, repair and rectification work. Maintain complaint register.
3.8	Shift wise recording of activities in log book. Record all parameter of transformer, switchgear, panels and all other electrical equipment. Maintain record of fuel and lube consumption in DGs. Printed log book to be provided by contractor at own cost.
3.9	Annual checking and testing of protection relays.
3.10	Half yearly check of earth resistance of all the earth pits and maintain the value within permissible limits.
3.11	Annual check of all installation for insulation resistance and maintain the value within permissible limits.
3.12	Complete overhauling of fans, motors, pump set, etc.
3.13	Repair, replacement, painting of water & diesel pipe lines and tanks, diesel unloading station. Replacement of fills for cooling towers as per technical requirement.
3.14	Test report submission and getting the installation checked from Electrical inspector as per IE Rules. Liaise with electrical authority. Licence fee only for purpose of obtaining NOC from electrical safety department shall be reimbursed by OIDB.
3.15	Coordinate with electricity supplier and ensure availability of power supply to OIDB Bhawan round the clock.
3.16	Other relevant operation & maintenance activities not specifically mentioned above but are required for operation, maintenance, repair and/or replacement of electrical system or its part are also deemed to be included in the scope of the contractor.
3.17	Deployment of Manpower
3.17.1	Electrical Operator & Helper - Qualified ITI passed electrician cum fitter with 5 years of relevant experience plus one helper per shift of 8 Hrs. (3 shift a day for 365 days in a year).
3.17.2	DG Operator & Helper - Qualified ITI passed electrician cum fitter with 5 years of experience on 1000 KVA Diesel Generator plus one helper per shift of 8 Hrs. (2 shift a day for 365 days in a year).
3.17.3	Supervisor - One qualified Degree/diploma in Electrical Engineering with 5 years of experience and carrying electrical supervisory license. Power supply being emergency service, contractor will ensure that his supervisor is always available for proper supervision during and after office hours including Sundays & holidays.

4.	FIREFIGHTING, WATER SYSTEM & SOFTENING PLANT		
4.1	<p>Building is provided with fire hydrants at all floors, with two firefighting pumps supported by a Diesel Engine driven fire water pump and two jockey pumps. Inside of office complex has been provided with water sprinklers, covering whole of the building. In additions to this portable fire extinguishers of CO2 type, water type, DCP/ABC types have been provided. Adequate number of hose reels, branch pipe with nozzles, valves etc. have been provided. All these mentioned collectively are referred as firefighting system. The exact layout of lines, hydrant, hose reels and other facilities can be seen at site for better understanding. List of fire & water installation is given below:</p>		
	Sl. No.	Item Description	Quantity
1		Fire hydrants/Hydrant valve	57/57
2		Hose reel	43
3		RRL hose pipe, 63 mm dia, 15m long	172
4		Branch nozzle	41
5		Rubber pipe 36 M with nozzle	43
6		Brass ball valve, 25 mm	48
7		Butterfly valve 50/80/100/200 mm	6/9/4/8
8		Sprinkler	4990
9		Fire extinguisher	
9.1		Carbon Di-Oxide type, 4.5 kg	54
9.2		ABC type, 5 Kg	49
9.3		Water Co2, 9 Kg	43
9.4		ABC type, 10 Kg	43
10		Flow switch	20
11		Fireman's axe	33
12		Pressure gauges/Pressure switch	12/5
13		Air release valve	7
14		Hose cabinet 1500x 900 mm	33
15		Hose cabinet 750x600x300	24
16		NRVs	
16.1		65 mm	12
16.2		80 mm	2
16.3		100 mm	2
16.4		200 mm	4
17		Service water pump & motor	3
18		Water softening plant (Large)	1
19		Water Softening plant (small)	1
20		Air vessel	2
21		Diesel Engine pump 2280LPM	1
22		Main hydrant pump & motor 2280LPM	2
23		Water body pumps	10
24		Jockey pump & motor 280LPM	2
25		Electrical panel	16

26	Hydro pneumatic system	1	
27	Softening plant pump & motor	3	Grundfos
28	Sump pump	12	
29	Fire water Underground tank	2x1,00,000	
30	Fire water overhead tank	1x20,000 L	
31	Raw water pump & motor	2	Grundfos
32	Chemical dosing pump & motor	1	Milton
33	Fire water pump Type-100-36/125-401150-46, 90 KW, 171M3/hr	2	Kirloskar
34	Jockey water pump Type - CPHM-32136, 10.8 M3/hr, 15 KW	2	Kirloskar
35	Service water pump Type CRCM, 420 LPM, 7.5 KW, vertical pump	3	Grundfos
36	Water softening pump 2.2 KW,, 240 LPM, mono black pump	2	Kirloskar
37	Water softening plant 4 KW vertical pump CRCM type	2	Grundfos
38	Plumbing water pump range varying between 2.2 KW to 15 KW	10	Kirloskar
39	Dosing pump V-series Millon, 0.25KW	1	Roy
40	Engine-pump set Type R1040/R1080	1	Kirloskar

Note: Inventory as mentioned above is indicative only. It may vary on actual check of the system.

4.2	Operation of firefighting system including automatic sprinkler system, water supply system and softening plants, etc. Proper start-up, smooth running, shut down including emergency stop and start, change over in line with manufacturer operating instructions and other related activities, etc.
4.3	Inspection, logging of relevant data and record keeping.
4.4	Checking of equipment, machinery and related instrument etc. for satisfactory performance, proper functioning, lubrication, leakages, abnormal vibration and sound level etc. to maintain good health and to obtain optimum performance from equipment, machinery & related equipment.
4.5	Monitoring and maintaining water quantity & quality including operation of pumps, control of leakage/spillage, maintenance of water level in tanks, cleaning of pumps, maintaining water quality by exercising suitable measures, treating with recommended chemical to keep the cycle of concentration low & to limit the scale formation.
4.6	Operation and maintenance work of equipment mentioned above shall be carried out with the help of technically trained and competent staff as per manufacturer instructions and guidelines.

4.7	<p>Routine check-up:</p> <table border="1"> <tr> <td data-bbox="247 315 347 360">i.</td> <td data-bbox="347 315 1490 360">Checking and cleaning of all the equipment.</td> </tr> <tr> <td data-bbox="247 360 347 405">ii.</td> <td data-bbox="347 360 1490 405">Checking & cleaning of water lines.</td> </tr> <tr> <td data-bbox="247 405 347 483">iii.</td> <td data-bbox="347 405 1490 483">Checking & tightening foundation bolts, belts, alignment of pulleys and pump couplings, etc.</td> </tr> <tr> <td data-bbox="247 483 347 595">iv.</td> <td data-bbox="347 483 1490 595">Checking and tightening glands and water valves. To replace if required. Checking, cleaning & upkeep of instruments such as temperature indicator, pressure indicator, flow meter, etc.</td> </tr> <tr> <td data-bbox="247 595 347 640">v.</td> <td data-bbox="347 595 1490 640">Checking the correctness and calibration of all safety and automatic controls.</td> </tr> <tr> <td data-bbox="247 640 347 685">vi.</td> <td data-bbox="347 640 1490 685">Cleaning of surrounding area.</td> </tr> <tr> <td data-bbox="247 685 347 775">vii.</td> <td data-bbox="347 685 1490 775">Checking and greasing of equipment bearings. Replacement of bearings as per technical requirement.</td> </tr> <tr> <td data-bbox="247 775 347 819">viii.</td> <td data-bbox="347 775 1490 819">Checking & replacing gland packing and water line valves.</td> </tr> <tr> <td data-bbox="247 819 347 864">ix.</td> <td data-bbox="347 819 1490 864">Repair and/or replacement of defective fire & water pipelines.</td> </tr> <tr> <td data-bbox="247 864 347 985">x.</td> <td data-bbox="347 864 1490 985">Any other work not mentioned above but required to keep all equipments in good working condition.</td> </tr> </table>	i.	Checking and cleaning of all the equipment.	ii.	Checking & cleaning of water lines.	iii.	Checking & tightening foundation bolts, belts, alignment of pulleys and pump couplings, etc.	iv.	Checking and tightening glands and water valves. To replace if required. Checking, cleaning & upkeep of instruments such as temperature indicator, pressure indicator, flow meter, etc.	v.	Checking the correctness and calibration of all safety and automatic controls.	vi.	Cleaning of surrounding area.	vii.	Checking and greasing of equipment bearings. Replacement of bearings as per technical requirement.	viii.	Checking & replacing gland packing and water line valves.	ix.	Repair and/or replacement of defective fire & water pipelines.	x.	Any other work not mentioned above but required to keep all equipments in good working condition.
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4.8	<p>Annual check-up:</p> <table border="1"> <tr> <td data-bbox="247 1077 347 1122">i.</td> <td data-bbox="347 1077 1490 1122">Overhauling of equipment as per technical requirement.</td> </tr> <tr> <td data-bbox="247 1122 347 1167">ii.</td> <td data-bbox="347 1122 1490 1167">Painting of fire & water pipelines.</td> </tr> <tr> <td data-bbox="247 1167 347 1267">iii.</td> <td data-bbox="347 1167 1490 1267">Any other annual check-up works not mentioned above but required to keep all equipment in good working condition.</td> </tr> </table>	i.	Overhauling of equipment as per technical requirement.	ii.	Painting of fire & water pipelines.	iii.	Any other annual check-up works not mentioned above but required to keep all equipment in good working condition.														
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iii.	Any other annual check-up works not mentioned above but required to keep all equipment in good working condition.																				
4.9	The requirement will also include all relevant activities and works not specifically stated above but required for the operation & maintenance of the fire & water system and other allied packages.																				
4.10	In addition to above work activities, contractor will attend to breakdowns, preventive maintenance work & overhauling of machines promptly as per technical requirement. Contractor will provide additional manpower, if required, for this purpose at own cost.																				
4.11	Operational requirement in brief includes plant start up, plant change over, plant shutdown, routine inspection, record keeping, checking as per operating standards specified by equipment manufacturer & best engineering practices.																				
4.12	Contractor will maintain printed log book for records of operation and maintenance works carried out. Shift wise recording of activities in log book and compile MIS reports to be submitted to Officer-in-charge. Printed log book for this purpose shall be arranged by contractor at own cost.																				

4.13	Contractor will submit progress report indicating important events, water quality parameters, consumption of salt and detailed maintenance work done every month. Contractor's site supervisor will keep close interaction with OI DB. Supervisor will apprise OI DB of day to day activities and will seek operational needs of the day other than scheduled.
4.14	Prepare preventive maintenance schedule of all equipment including motors, pumps, valves, etc. Contractor shall complete all activities as per schedule and maintain proper records. Contractor will attend to all breakdowns and will perform preventive maintenance and annual overhauling based on non-destructive methods. Contractor will carry out maintenance at own cost.
4.15	Contractor shall regularly top up overhead emergency water tank & underground water storage tanks.
4.16	Hydro testing of fire water sprinkler and hydrant network and fire hose pipes to be done periodically as per technical requirement.
4.17	Contractor to obtain NOC from fire safety department UP/Noida Authority at own cost. However, statutory fee shall be reimbursed by OI DB.

5	HEATING, VENTILATION, AIR CONDITIONING (HVAC)	
5.1	<p>Background: Oil Industry Development Board (OIDB) is having an office complex spread over a plot area of 16000 SQM. It has built up area of 24000 SQM. Building is constructed in 4 blocks with a rectangular formation. Block "A" is with G+9 construction & other three blocks "B, C & D" are with G+3 construction. Complete office space has been provided with HVAC. Equipment details are furnished in clause 6.2</p>	
1	Screw York compressor/Chiller Unit, Johnson Control USA, Model YR-WC-WC-T3-5-55C, Capacity 300TR	3+1
2	Primary chilled water pump Unit, Mather & Platt/ABB make, DN-125/260, 720 USGPM, 12.5 HP	3+1
3	Condenser water pump Unit, Mather & Platt/ABB make, , DN-125/320, 900 USGPM, 30 HP	3+1
4	Secondary chilled water pump Unit, Starnorm-150-330, Model No. 4030, Armstrong/Elgi make, 1100 USGPM, 40 HP	2+1
5	Paharpur Cooling Tower 7KF, Model 6031, Capacity 360TR	3+1
6	SAVEAIR make Air Handling Unit complete with electrical panel and VFD of various capacity ranging from 5TR to 45 TR and Circulation rate 2500 to 24,000 CFM	34
7	Pressurised Expansion Tank 400 MM, Armstrong	1
8	Pot strainer condenser water 450 MM, Emerald	1
9	Pot strainer chilled water 400 MM, Emerald	1
10	Air separator 400 MM, Emerald	1
11	Ductable Split AC 17TR, Carrier	3+2
12	Ductable Split AC 11TR, Carrier	1+1
13	Ductable Split AC 8.5TR, Carrier	2
14	Ductable Split AC 5.5TR, Carrier	1
15	Air Conditioner 4.5TR	4
16	High Wall Split AC 2T, Carrier	1
17	High Wall Split AC 1.5T, Voltas	2
18	PAC UNITS for Server Room, 22TR, STULZ make	6
19	FCUs 2.0/2.5 TR	3
20	Air Handling Unit, SAVEAIR (Circulation rate up to 24,000 CFM)	42
21	Fan Section Toilet Exhaust SAVEAIR 1500 CFM	2
22	Fan Section Toilet Exhaust SAVEAIR 5000 CFM	2
23	Fan Section Toilet Exhaust SAVEAIR 4000 CFM	2
24	Fan Section STP Fresh/Exhaust Air SAVEAIR 10000 CFM	2
25	Centrifugal DIDW Fans, Nicotra, 52000CFM	6
26	Centrifugal DIDW Fans, Nicotra, 57000CFM	3
27	Tube Axial Fans, Nicotra, up to 58000CFM	20
28	Propeller Fans, Marathan make, 600 MM DIA	7

	29	Propeller Fans, Marathan make, 450 MM DIA	6
	30	In-line Fans, KRUGER make, 50-250 CFM	5
	31	In-line Fans, KRUGER make, 250-500 CFM	4
	32	In-line Fans, KRUGER make, 800-1000 CFM	1
	33	Airwashers Unit, Roots Cooling, 15000 CFM	1
	34	Airwashers Unit, Roots Cooling, 50000 CFM	2
	35	Airwashers Unit, Savair make, 12000 CFM	1
	36	Scrubber Unit, Savair make, 14000 CFM	1
	37	Variable Air Volume Boxes, Belimo make, Various Capacity	295
	38	Main MCC Panel, ADLEC make, Various Capacity	2
	39	AHU Panels, ADLEC make, Various Capacity	42
	40	Axial & DIDW Fans Panels, ADLEC make, Various Capacity	29
	41	Air Washer/Scrubber Panels, ADLEC	5
	42	Server Room Panels, ADLEC make, Various Capacity	6
	43	Make up pump unit	2
<p>Note: Inventory mentioned above is indicative only. It may vary on actual check of the system.</p>			
5.3	<p>Contractor will ensure uninterrupted availability of HVAC services covering entire OIDB Complex and all users. Maintaining of proper temperature between 22 to 24 degrees Celsius throughout especially in summer season is prime responsibility of the contractor. Contractor will maintain HVAC temperature at 23°C plus/minus 1°C and humidity less than 60% for continuous operation. This will include central heating system and allied ancillaries etc. to maintain a comfortable temperature at 23°C plus/minus 1°C and humidity less than 60% during winter season.</p>		
5.4	<p>Proper start-up, smooth running, shut down including emergency stop and start, change over in line with manufacture's operating & maintenance best practices.</p>		
5.5	<p>Contractor will attend to complaint/breakdown and fixing on same day and within working hours. In case of emergency/high workload, contractor will depute additional engineers & technicians at own cost to clear all the breakdowns and to maintain a near 100% uptime.</p>		
5.6	<p>Maintenance services will include repair and/or replacement of existing equipment & their parts.</p>		
5.7	<p>In addition to above work activities, contractor will attend to breakdowns, preventive maintenance work & overhauling of machines promptly as per technical requirement. Contractor will provide additional manpower, if required for this purpose at own cost.</p>		
5.8	<p>Operation & maintenance services will also include all relevant activities and works not specifically stated but which are required to be carried out for uninterrupted availability of HVAC and allied packages.</p>		

5.9	Contractor will maintain printed log book for records of operation & maintenance works to be carried out. Printed log book shall be arranged by contractor at own cost. Contractor will also maintain a printed log book indicating date-wise temperature in all floors of OIDB Bhawan on daily basis. Printed log book in this respect will also be arranged by the contractor at own cost.
5.10	Checking of equipment, machinery and related instrument etc. for satisfactory performance, proper functioning, lubrication, refrigerant quality & quantity, leakages, abnormal vibration and sound level etc., to maintain good health and to obtain designed performance from equipment, machinery & related instruments.
5.11	Adequate air distribution including adjustment of fresh air quantity for maintaining of DBT & WBT quality of conditioned air for comfort. This shall include upkeep of AHUs delivery duct & grill, monitoring door & windows etc. to provide proper flow of cold air and to prevent reverse effect of air conditioning.
5.12	Monitor and maintain chilled water and condenser water circuits including operation of pumps, cooling towers, control of leakage/spillage, maintenance of water level in tanks, cleaning of pump, water quality by exercising periodic blow-down, treating with recommended chemical to keep the cycle of concentration low and to limit the scale formation in tubes.
5.13	Operation and maintenance work of all HVAC equipments shall be carried out as per best engineering practices & manufacture's instruction with the help of technical & suitably trained staff.
5.14	<p>Routine check-up:</p> <ul style="list-style-type: none"> i. Cleaning of filters of air handling unit. ii. Cleaning of strainers of cooling water. iii. Cleaning of equipment and AHU rooms. iv. Tightening of belts, alignment of belt pulleys and pump couplings. v. Cleaning of cooling water nozzles. vi. Checking and tightening pump glands & water valves. Replace glands if required. vii. Checking, cleaning & upkeep of temperature indicator, pressure indicator, volt meter, ampere meter & other equipment of VFD's, screw compressor, etc. viii. Any other works not mentioned above but required to keep HVAC, AHUs and other allied equipment in good working condition.

5.15	Monthly check up:
	<ul style="list-style-type: none"> i. Cleaning of cooling tower and make up water tank. ii. Checking the condition of cooling tower fills & rectification if required. iii. Cleaning of cooling coils, etc. iv. Cleaning of liquid line strainers. v. Checking and tightening of foundation bolts of equipment. vi. Checking the correctness and calibration of all safety and automatic controls. vii. Charging of additional refrigerant, as per OEM norms. viii. Cleaning of diffuser/grills of nearby area. ix. Cleaning of surrounding areas of all the cooling towers. x. Cleaning/washing of both the electrostatic scale preventer. xi. Checking the unloaded assemblies. xii. Cleaning of drip trays or air handling unit. xiii. Any other works not mentioned above but required to keep HVAC, AHUs and other allied equipment in good working condition.
5.16	Seasonal check up:
	<ul style="list-style-type: none"> i. Changing compressor oil as per technical requirement. ii. Checking oil pump. iii. Checking bearing clearance. iv. Checking screw compressor for leakage v. Decaling condenser tubes, evaporator tubes, etc. If needed replacement of condenser tubes. vi. Cleaning, checking and applying grease to bearings. If necessary replacement of bearings. vii. Replacing gland packing of pumps and water line valves. viii. Cleaning of cooling tower tank. Replacement of cooling tower fills as per technical requirement. If it is required to replace all, the same will be taken up accordingly. ix. Maintenance of VFDs. Repair/replacement if needed. x. Depending on the condition of air filters for AHUs, regular cleaning would be carried out and these would be replaced if the conditions so desires. xiii. Cleaning of water line pot strainers. xiv. Cleaning of oil filter for compressor. xv. Any other seasonal check-up works not mentioned above but required to keep HVAC, AHUs and other allied equipment in good working condition.
5.17	The operation and maintenance requirements will also include all relevant activities and works not specifically stated above but are required for smooth operation of HVAC and other allied equipment.

5.18	In addition to above work activities, contractor will attend to all break-down, preventive maintenance work & over hauling of machines promptly as per technical requirement. Contractor will provide additional manpower if required for this purpose at own cost. Contractor will promptly attend to all breakdowns and will perform preventive maintenance & annual overhauling based on non-destructive methods.
5.19	Operational requirement in brief includes plant start up, plant change over, plant shutdown, routine inspection, record keeping, checking and adjusting the air distribution system as per best engineering practices & standards specified by the manufacturer.
5.20	Contractor will keep close interaction with OIBD. Contractor will apprise OIBD of day to day activities and will seek operational needs of the day other than scheduled.
5.21	Contractor will provide refrigerant gas to meet the gas topping up requirement/charging of chiller plants. The refrigerant gas shall be arranged by contractor at own cost. On expiry of contract, it shall be ensured that all the four chiller plants remain charged fully with refrigerant gas.
5.22	Contractor will provide & keep all necessary standard tools and special tools, tackles, equipment like halide torch, vacuum pump, charging unit, descaling pump, complete tools boxes/kits, etc. for attending Mechanical, Electrical and instrumentation related operation & maintenance work of the HVAC plant & allied equipment. Contractor will also provide refrigerant gas at own cost.
5.23	OIBD shall supply water and electricity of available quality and quantity free of cost. Power supply is drawn from Paschimanchal Vidyut Vitran Nigam Ltd. (PVVNL) of UP state. Consistency and quality of power cannot be ensured by OIBD.
5.24	Standby equipment are installed for Chiller, Cooling Tower, Primary, Secondary & Condenser water circulation pump. Additional electricity consumed on account of operation of standby equipment in addition to main equipment shall be billed to the contractor.
5.25	Deployment of Manpower
5.25.1	Operator & Helper - Contractor will deploy sufficient skilled operator/manpower for operation & maintenance of HVAC plant & other allied equipment on all days of the week. Minimum one operator and one helper will be deployed for operation of HVACs and other allied equipment on 24 hour basis for all days of the week. Operator must be ITI pass with 5 year experience in similar work. The helper shall have minimum education up to 10th standard with 5 years experience. The contractor shall have to furnish detailed bio-data of all personnel deployed and shall submit a copy of qualification certificate for the satisfaction of OIBD.

5.25.2	Supervisor - Contractor will deploy one qualified supervisor in day shift duty. However, as per need the supervisor may be required to overstay beyond working hours and on Sunday & holidays. Supervisor should have minimum 5 year supervisory experience in similar HVAC plant.
5.26	In addition to above, experienced refrigeration engineer and other skilled manpower will be deployed for maintenance work. Contractor may deploy additional manpower as deemed fit depending on technical requirement. HVAC Plant is to be run before or beyond the working hours and on holidays as per requirement of OIDB.
5.27	Contractor will arrange alternate personnel/manpower at no extra cost to OIDB to cover any absenteeism, leave, holiday etc.
5.28	Expert refrigeration & air conditioning engineer shall visit site at least once a month at contractors own cost. Expert engineer will apprise officer-in-charge OIDB about health of chiller and other HVAC equipment.
5.29	Any other job related to above.

6.	<p>LAN & VOICE NETWORK</p>
	<p>Background:</p> <p>Oil Industry Development Board (OIDB) is having an office complex spread over a plot area of 16000 SQM. It has built up area of 24000 SQM. Building is constructed in 4 blocks with a rectangular formation. Block "A" is with G+9 construction & other three blocks "B, C & D" are with G+3 construction. There are two basements in OIDB Bhawan. Complete office space has been provided with LAN & Voice Network installed and commissioned by WIPRO Networks. The details of switches and other hardware used is as mentioned in clause 6.2.</p> <p>It may be noted that the active components of LAN in Block G+9 from ground floor to fourth floor i.e. one number of core switch Nortel 8393 SF Layer 3 and eighteen number of distribution switches Nortel 4548 GTX L2 have been replaced with CISCO make Layer 3 and Layer 2 switches. These are not included in the scope of this contract.</p>

6.2	Description of equipment:			
	Sl.	Item	Unit	Quantity
	1.	Ether Switch Type A, Nortel make	Nos.	31
	2.	Ether Switch Type B, Nortel make	Nos.	4
	3.	Ether Switch Type C, Nortel make	Nos.	1
	4.	Ether Switch Type D, Nortel make	Nos.	1
	5.	Rack (Server Room)(Data and Voice)	Nos.	2
	6.	Rack (High End, for Data and Voice)	Nos.	2
	7.	Rack (Low End, for Data and Voice)	Nos.	22
	8.	Rack (Data and Voice) at IOCL 1 st Floor, G+3 Building	Nos.	1
	9.	6 core Multimode Fibre Optic Cable	Mtr	1500
	10.	12 Port rack mount fibre optic patch panel fully loaded including SC coupler & MM connector to terminate all fibre cores, 1U	Nos.	12
	11.	24 Port rack mount fibre optic patch panel fully loaded including SC coupler & MM connector to terminate all fibre cores, 2U	Nos.	4
	12.	SC-SC/LC multimode one metre fibre optic patch cord, duplex (one end as per SFP port)	Nos.	72
	13.	Information outlet (I/O) data, blue colour	Nos.	1374
	14.	Information outlet (I/O) data, yellow colour	Nos.	1172
	15.	Quad face plate	Nos.	130

16.	Duplex face plate	Nos.	1221
17.	Blank inserts	Nos.	344
18.	48 port data jack panel, Giga speed	Nos.	31
19.	24 port data jack panel, Giga speed	Nos.	4
20.	48 port voice jack panel, Giga speed	Nos.	34
21.	24 port voice jack panel, Giga speed	Nos.	14
22.	48 port voice jack panel, Giga speed	Nos.	34
23.	24 port voice jack panel (Resource)	Nos.	14
24.	7 ft. rack end data CAT-6 mounting cord Giga speed, blue colour	Nos.	1374
25.	3 ft. rack end data CAT-6 mounting cord Giga speed, blue colour	Nos.	1374
26.	3 ft. voice riser end CAT-6 mounting cord "Giga speed, blue colour	Nos.	1172
27.	4 pair CAT 6 UTP cable	Mtr	150000
28.	50 pair unarmoured jelly filled voice riser cabled	Mtr	1000
29.	25 mm dia. 16 gauge MS conduit including all accessories in recessed/surface including draw boxes, pull boxes, cutting of wall, floor, PCC and making good the same in case of recessed conduit complete as required	Mtr	12215
30.	16 gauge GI box suitable for installation of I/O	Nos.	200
31.	Cisco Switch	Nos.	1
32.	Jack Panel	Nos.	75

Note:

1. Item 5 to 29 are of AMP Net connect or D-link make
2. Inventory mentioned above is indicative only. It may vary on actual check of the system.

6.3

ACTIVE COMPONENTS

1. **Ether Switch (Type-A)**

- o 48 nos. of UTP ports of non-blocking wire speed 10/100/1000 mbps dedicated band width (min 96Gbps of Switch fabric, Min 70Mpps forwarding rate.
- o 2 nos. of multimode fiber ports of 1000 mbps dedicated bandwidth
- o Layer 3 switches which static & RIP protocols.
- o Class of service/quality of service support.
- o Broadcast & multicast storm control. Rate limiting per port based on various L2-L4 fields.
- o DHCP Snooping, IGMP, MAC filtering, Dynamic ARP Inspection, ACL, RADIUS authentication support.
- o Should support port mirroring.
- o Support for IEEE 802, 1p (COS and DSCP classification & marking) and IEEE 802,

- 1q for data, voice and video.
- 8000 MAC addresses.
- Support for IEEE 802.1s for Multiple spanning tree, 802.1x for Port based network access control support.
- Support for Minimum 255 VLANs.
- Shall have Support for 10G switching modules.
- SNMP 1/2/3 based management support, Shall support DNS, TFTP, NTP/SNTP.
- RMON (4groups) support.
- All necessary cables, 3-pin power cords for Indian environment, Console cables connectors, clamps and other accessories for mounting

2. Ether Switch (Type-B)

- 24 nos. of UTP ports of non-blocking, wire speed 10/100/1000 mbps dedicated bandwidth (min 48 Gbps of Switch fabric, Min 35Mpps forwarding rate)
- 2 nos. of multimode fiber ports of 1000 mbps dedicated bandwidth
- Layer 3 switches with static & RIP protocols.
- Class of service/quality of service support.
- Broadcast & multicast storm control. Rate limiting per port based on various L2-L4 fields.
- DHCP Snooping, IGMP, MAC filtering, Dynamic ARP Inspection, ACL, RADIUS authentication support.
- Should support port mirroring.
- Support for IEEE 802.1p (COS and DSCP classification & marking) and IEEE 802.1q for data, voice and video.
- 8000 MAC Addresses.
- Support for IEEE 802.1s for multiple spanning tree, 802.1x for Port based network access control support.
- Support for Minimum 255 VLANs.
- Shall have support for 10G switching modules.
- SNMP 1/2/3 based management support. Shall support DNS, TRTP, NTP/SNTP. RMON (4 groups) support.
- All necessary cables, 3-pin power cords for Indian environment, Console cables, connectors, clamps and other accessories for mounting.

3. Ether Switch (Type-C)

- Chassis based modular architecture with non-blocking wire speed performance.
- 24 nos. uplink Giga Multimode fiber ports (1000Base-SX) of 1000 mbps dedicated bandwidth.
- 48 nos. of UTP ports of non-blocking, wire speed 10/100/1000 mbps dedicated bandwidth.
- At least 2 spare expansion slot for Gigabit fiber/UTR Ports in future.
- Shall have support for 10G switching modules.
- Layer 3 switches with min switching capacity of 400 Gbps and min 300Mpps forwarding rate.
- Shall support multilayer switching. Shall be supplied with L3 routing features (OSPF, RIPv2, IGMP, VRRP etc.)
- Class of service / quality of service support.

- Support for IEEE 802.1p (COS and DSCP classification & marking) and IEEE 802.1q for data, voice and video.
- Broadcast & multicast storm control, Rate limiting per port based on various L2-L4 fields.
- DHCP Snooping, IGMP, MAC filtering, Dynamic ARP Inspection, ACL, RADIUS authentication support.
- Min 16000 MAC addresses,
- Support for IEEE 802.1s for multiple spanning tree (with min 16 MSTG support), 802.1x for Port based network access control.
- Support for Minimum 2000 VLANs.
- SNMP v1/2/3 based management support, Shall support DNS, TFTP, NTP/SNTP.
- RMON (4 groups) support.
- Shall be supplied with redundant power supplies, redundant cooling fans, redundant supervisory engine and Management module.
- All necessary cables, 3-pin power cords for Indian environment, Console cables, connectors, clamps and other accessories for mounting.

4. Ether Switch (Type-D)

- Chassis based modular architecture with non-blocking wire speed performance.
- 72 nos. uplink Giga Multimode fiber ports (1000Based-SX) of 1000 mbps dedicated bandwidth.
- 96 nos. of UTP ports of non-blocking, wire speed 10/100/1000 mbps dedicated bandwidth.
- At least 2 spare expansion slot for Gigabit fiber/UTP Port in future.
- Shall have support for 10G switching modules.
- Layer 3 switches with min switching capacity of 400 Gbps and min 300Mpps forwarding rate.
- Shall support multilayer switching. Shall be supplied with L3 routing features (OSPF, RIPv2, IGMP, VRRP etc.)
- Class of service / quality of service support.
- Support for IEEE 802.1p (COS and DSCP classification & marking) and IEEE 802.1q for data, voice and video.
- Broadcast & multicast storm control. Rate limiting per port based on various L2-L4 fields.
- DHCP Snooping, IGMP, MAC filtering, Dynamic ARP Inspection, ACL, RADIUS authentication support.
- Min 16000 MAC addresses.
- Support for IEEE 802.1s for multiple spanning tree (with min 16 MSTG support), 802.1x for Port based network access control:
- Support for Minimum 2000 VLANs.
- SNMP v1/2/3 based management support. Shall support DNS, TFTP, NTP/SNTP.
- RMON (4 groups) support.
- Shall be supplied with redundant power supplies, redundant cooling fans, redundant supervisory engine and Management module.
- All necessary cables, 3-pin, power cords for Indian environment, Console cables, connectors, clamps and other accessories for mounting.

5. **Floor mounted Rack (For Several Room)**
- With glass front doors, lock, rear doors, Power supply Distribution Box.
 - MCB and with sufficient no. of cable managers as per requirement.
 - Earthing kit, Fan tray with Fans.
 - To accommodate central switch of Type C/D, 2 Nos. of Type A/B switches. 2 Nos. jack panels and cable managers etc.
-
6. **Floor mounted Rack (High-end)**
- With glass front, door, lock, rear doors, Power supply Distribution Box.
 - MCB and with sufficient no. of cable manager.
 - Earthing kit, Fan tray with Fans.
 - To accommodate min 9 nos., 48 ports jack panel, 9 nos. type A/B switches and cable managers (depending upon the number of switches to be required in the floors)
-
7. **Wall mounted Rack (Low-end)**
- With glass front door, lock, Power supply, Distribution Box
 - MCB and with sufficient no. of cable manager
 - Earthing kit, Fan tray with Fans
- To accommodate min 4 nos. 48 ports jack panel, 4 Nos. of Type A/B switches and cable managers. (as per floor requirement)

6.4

G+3 Building Network Rack Details

Description	SF server room B210	TOTAL
Voice rack	1	1
Data rack	1	1
Jack panel	16	16
Nortel switch	4	4
Nortel Ethernet switch	4	4
Cisco switch	1	1

Note: one network switch 48 port for external use in server room

G+9 Building Network rack details

Description	GF	FF	SF	TF	FF	SF	EF	NF	TOTAL
	A058	A175	A266	A395	SERVER ROOM	A799	A887	A972	
Voice rack	1	1	1	1	1	1	1	1	8
Data rack	0	0	0	0	0	1	1	1	9
Jack panel	6	7	11	9	8	10	9	8	59
Nortel switch	0	0	0	0	0	4	3	2	9
Nortel Ethernet switch	0	0	0	0	0	0	0	0	0
Cisco switch	0	0	0	0	0	0	0	0	0

Note:

- 1. Total 17 rack in G+9 building and 2 racks in G+3 building**
- 2. Total number 22 network switch spare in DGH**

- | | |
|-----|---|
| 6.5 | Contractor will ensure uninterrupted availability of LAN & VOICE Services covering entire OIDB Complex and all users. |
| 6.6 | Contractor will attend to complaint/breakdown and fixing on same day and within working hours. In case of Emergency/high workload, the contractor will depute additional engineers & other resources at own cost to clear all the breakdowns so as to maintain a near 100% uptime of the network. There will be no limit to the number of visits for attending to the breakdowns/complaints. Maintenance cost will include the routine maintenance visits and the breakdown/complaint visits. No separate charges will be payable for attending & rectification of breakdown call and other complaints. |
| 6.7 | A maintenance check-list, based on best engineering practices, shall be submitted by contractor to OIDB for approval soon after award of the contract. Service engineer/team will visit for preventive maintenance of the entire LAN & Voice Network system once in a month i.e. 12 visits in a year mandatorily from 9am to 5:30pm. Contractor will perform preventive maintenance based on non-destructive methods as per manufacturer instructions and best engineering practices. Vacuum cleaner arranged by contractor at own cost shall be essentially used for any cleaning work. Cleaning of panel, components, etc. with air blower is prohibited. |

6.8	Maintenance will include maintenance and/or repair and/or replacement of existing IO's and other equipment & its parts, optical fibre & Cat-6 cables, its laying in conduits, raceways, monitoring of the optical fibre/UTP segment time to time, to check proper connectivity, crimping of connectors and I/O connectors. Maintenance and/or repair and/or replacement of Ether switches, fibre patch cord, UTP patch cord, Duplex phase plate, etc. are also included.
6.9	Maintenance services will also include all relevant activities and works not specifically stated above but which may be required for 100% availability of LAN and Voice Network.
6.10	Contractor will submit progress report indicating important events and maintenance work done every month. Contractor will maintain printed log book for recording of maintenance and breakdown work carried out. Printed log book for this purpose shall be arranged by contractor at own cost.
6.11	All costs toward maintenance and repair of LAN & Voice Network will be to the account of contractor.
6.12	Any other job related to above.

7	SEWAGE TREATMENT PLAN																		
7.1	<p>Contractor will maintain the treated sewage water to the following parameters:</p> <table border="1" data-bbox="244 421 1487 660"> <thead> <tr> <th data-bbox="244 421 790 465"><u>Parameter</u></th> <th data-bbox="790 421 997 465"><u>Sewage inlet</u></th> <th data-bbox="997 421 1487 465"><u>Treated sewage outlet</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="244 465 790 504">a. Capacity</td> <td data-bbox="790 465 997 504">50 KLPD</td> <td data-bbox="997 465 1487 504">50 KLPD</td> </tr> <tr> <td data-bbox="244 504 790 542">b. BOD (mg/l)</td> <td data-bbox="790 504 997 542">450</td> <td data-bbox="997 504 1487 542">less than 30</td> </tr> <tr> <td data-bbox="244 542 790 580">c. COD (mg/l)</td> <td data-bbox="790 542 997 580">800</td> <td data-bbox="997 542 1487 580">less than 60</td> </tr> <tr> <td data-bbox="244 580 790 618">d. TSS (mg/l)</td> <td data-bbox="790 580 997 618">450</td> <td data-bbox="997 580 1487 618">less than 10</td> </tr> <tr> <td data-bbox="244 618 790 656">e. O&G (mg/l)</td> <td data-bbox="790 618 997 656">50</td> <td data-bbox="997 618 1487 656">less than 5</td> </tr> </tbody> </table> <p data-bbox="244 656 1487 694">Quarterly sample testing for the above shall be carried out.</p> <p data-bbox="244 728 1487 806">Inlet (sewage) and Outlet (treated water) sample test shall be carried out by contractor on daily basis for pH and colour.</p> <p data-bbox="244 840 1487 918">In case of abnormal deviation noticed in pH values, the above said parameters will be tested even before a quarter.</p>	<u>Parameter</u>	<u>Sewage inlet</u>	<u>Treated sewage outlet</u>	a. Capacity	50 KLPD	50 KLPD	b. BOD (mg/l)	450	less than 30	c. COD (mg/l)	800	less than 60	d. TSS (mg/l)	450	less than 10	e. O&G (mg/l)	50	less than 5
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7.2	<p>CIVIL units installed</p> <ul style="list-style-type: none"> Bar screen pit Oil and grease trap Equalisation tank Filter feed tank Treated water tank Sludge holding tank Drain sump 																		
7.3	Sewage Treatment Plant (STP) is to be operated by contractor on round the clock basis, 24 hrs x 365 days.																		
7.4	Plant will be operated by contractor in 3 shift, each of 8 hrs. In each shift one operator will be deployed.																		
7.5	Helper to be provided by contractor in day shift only from Monday to Saturday (six days in a week).																		
7.6	Plant will be supported by one engineer at contractors own cost, for technical requirements, support, adjustment of parameter and other related activities.																		
7.7	Engineer and operators shall be suitably qualified and well versed and trained with the requirement and should carry full competence in the area of operation. They should carry minimum 3 years of experience in the domain.																		
7.8	Operator shall be provided with an approved log book and the same shall be filled on regular basis by the shift operator. Printed log book shall be provided by contractor at own cost.																		

7.9	Engineer will check the parameters and the operators log book for any deviations and will take remedial measures so as to maintain the desired parameters and quality of discharged water.
7.10	<p>Other operational requirement from contractor for STP:</p> <ul style="list-style-type: none"> • Regular Floor cleaning will be done. • Bio culture shall be developed as necessary • Re-Circulation of sludge may be carried out in case of low availability of sewage water • Continuous Blower operation for aeration • At no point of time bypassing of sewage water will be done • Plant operator will ensure no scarcity of food for bio culture • Sludge so generated will be disposed off suitably, beyond OIIB premises. Log sheets will be filled regularly, as per the format to be devised • Plant quality report will be generated, as per the format to be devised. • Routine inspection of plant will be carried out, as defined, • Emergency inspection will be carried out, as defined. • Plant shut down procedures will be followed, as defined. • Daily sampling and analysis will be carried out, as per the format. • Sampling of inlet and outlet water quantity and generation of report on daily basis. • PE and PAC dosing system will be operated on regular basis and necessary dosing will be carried out. Supply of all required chemicals will be in the scope of OIIB. • Biological stabilisation of plant using bio-culture. <p>Disposal of waste generated in the plant.</p>
7.11	<p>Maintenance:</p> <p>STP will be maintained in perfect condition by the contractor. Nothing additional will be payable for Repairs and Services except for the price quoted for O & M services. Some of the activities of maintenance are elaborated below:</p> <ol style="list-style-type: none"> i. Maintain Sludge water pump ii. Flushing water transfer pump iii. Irrigation water transfer pump iv. UV system in order v. All level switches vi. Multiport valve vii. Sewage transfer pump viii. Ventilation fans in the room ix. Submersible pumps x. Keep all equipment in working order xi. Keep all measuring and safety meters and switches in working order. xii. Display the important parameters at conspicuous place

	<ul style="list-style-type: none">xiii. Fitter press should be in working orderxiv. Filters media # required will be replacedxv. Design parameter display at conspicuous placexvi. Painting of steel structure and piping be carried out once in a year or if necessary earlier than a yearxvii. Minor civil repair works required for plant shall be carried outxviii. Safety barricades will be erected wherever requiredxix. Manholes shall be kept covered all the timexx. Replacement of corroded structure and pining tanks shall be done as requiredxxi. Maintenance of electrical switchgear, electrical panels, starters of motors, pumps, blowers, fan etc. shall be carried out.xxii. Greasing of pumps and motors, gland packing, O-rings, Gaskets, bellows, v belts attending to leakages, replacement of bearings, as required, will be carried out.xxiii. Welding cutting wherever and whenever requiredxxiv. Fitters, mechanics, electrician shall be engaged as per requirementxxv. Bar screens as per requirementxxvi. Activated carbon filter as per requirementxxvii. Set of Filter cloth for fitter press as per requirementxxviii. Arrangement for temporary storage of sludge will be made by contractor.xxix. Lubrication schedule for all equipment shall be maintained & necessary lubricant shall be maintained in the stock.xxx. Initial cleaning of vessel, tanks, replacement of media (as the case may be) shall be part of contractor's scope.xxxi. Annual cleaning of tanks and vessels also to be done by contractor. <p>Contractor will check the plant for routine maintenance. Mandatory monthly plant visit by your engineer and staff at contractors own cost. There will be no limit of such visits by your maintenance team in the event of any problem in the plant. In addition to the above servicing, upkeep of 10 no. of submersible pump will also be in the scope of contractor.</p>
7.12	Any other job related to above.

8	UNINTERRUPTIBLE POWER SUPPLY (UPS)
8.1	<p>Contractor will ensure 100% availability of all four UPS installed in OIDB Bhawan. Equipment details as under:</p> <p>3 Number UPS, Type SGPP - 160KVA, with individual Battery Bank (3 sets)</p> <p>i) Sr. No. S11601908R260L ii) Sr. No. S11601908R261L iii) Sr. No. S11601708R212L</p> <p>1 Number UPS, Type LP 33 - 80 KVA, with individual Battery Bank (1 set)</p> <p>i) Sr. No. L10801308G297L</p>
8.2	<p>Maintenance of General Electric (GE) make UPS and associated battery banks shall be carried out with the help of Service Engineer/team based on best maintenance practices and manufacturer's instructions & guidelines. At least one preventive maintenance visit by contractor from 10AM to 5PM in a month is mandatorily required to be completed to the satisfaction of OIDB. Contractor will conduct monthly preventive maintenance & annual maintenance based on non-destructive methods as per manufacturer instructions and maintenance best practices.</p>
8.3	<p>Contractor will attend to complaint/breakdown and fixing on the same day and within working hours. In case of Emergency/high workload, the bidder will depute additional engineers & technician at own cost to clear all the breakdowns to maintain a near 100% uptime of all UPS. There will be no limit to the number of visits for attending to the breakdowns/complaints.</p>
8.4	<p>The requirement will also include all relevant activities and works not specifically stated above but are required for maintenance of defined UPS system and battery banks.</p>
8.5	<p>Contractor will submit progress report providing details of maintenance work done every month. Information of break down, fault, defects etc. noticed by contractor shall be recorded with date and time. Remedial measures are to be initiated immediately by the contractor to provide quality services leading to "zero breakdown".</p>

9.	HORTICULTURE
9.1	<p>The purpose of horticulture work is that the whole office premise (OIDB) must look rich with lush green lawns and parks and beautiful flowers so as to provide an excellent ambience of work-environment and at the same time make the office premises environmental friendly and to provide good impression on the visitors and public who visit office for various purposes. The contractor has to undertake all such activities required to maintain the office premises in a presentable condition and in above mentioned spirit at all the time whether such activities are elaborated hereunder or not. While undertaking this work, the contractor will develop the parks with mowing lawn Tree/plants/grass /flowers etc. and lawns at the open space of glass in consultation with the designated officer and simultaneously maintain all the existing as well as the developed lawns/parks. Nursery will also be developed for seasonal and perennial type of flowers and plants at site for which space will be allocated.</p> <p>The bidder will supply and maintain plants and flower pots in the room(s) and in other areas in consultation with designated officer and ensure that the flowers and plants in those pots do not perish or suffer in any manner and that will be changed periodically for their good maintenance.</p> <p>The bidder will also arrange to keep flower pots with seasonal/perennial flowers on the desks of identified officers on alternate working days. The bidder will also ensure that due to closure of office on weekend days the plants and flowers in the pots kept in the officers' room and in other areas do not suffer in any way. The contract also includes other activities as mentioned below:</p>
9.2	To maintain all the trees, plants, shrubs, hedges and lawn as are existing on the date of start of contract and any other lawn/park/plants developed thereafter.
9.3	To plant of different/various kind of Trees/Hedges/Palm tree etc. for development and beautification of the horticulture/garden of OIDB Bhawan.
9.4	To plant trees, shrubs etc. by excavation/digging as and when required in the interest of the beautiful maintenance of the ambience/park/lawn.
9.5	Except supply of free water by the OIDB in the garden, all other inputs like fertilizer, sapling, seeds and all tools & equipments used for growing flowers & plantation, cutting of grass in lawns, pruning of plants at required intervals and removing the waste to the proper place will be provided by the contractor at own cost.
9.6	Aesthetic landscaping shall be carried out by the contractor at own cost as per the direction of officer-in-charge OIDB. All inputs, earth filling, grading etc. will be to bidders account.

9.7	To prepare and maintain flower beds, seasonal and perennial both.
9.8	To prepare and maintain flowers and plant pots with flowers and plants both indoor and outdoor at designated places to be decided in consultation with the designated officer.
9.9	Regular watering of grass, lawns, trees, plants, shrubs etc. and hoeing and weeding in and around them.
9.10	Spraying of insecticide and fungicide application/spreading of chemical and manure as and when required/advised.
9.11	Any other activity which is required to make the campus look beautiful with lush green environment from horticulture point of view shall be done by contractors at own cost.
9.12	Gardeners should demonstrate own initiative for horticultural up-gradation of OIDB premises. List of seasonal plants for the same should be prepared and submitted to the designated officer.
9.13	Good quality flowers and plants shall be provided.
9.14	Contractor will be required to maintain entire area covered in the contract in best conditions, irrespective of the weather conditions.
9.15	All flowers and plants casualty will be at contractor's cost. Sick/dead plants will be replaced by contractor without any delay at own cost.
9.16	Regular watering/replacement/cutting/pruning of plants at required intervals and removing the waste to the proper place.
9.17	For carrying out these functions, all materials, manures, chemical, items will be provided by the contractor at own cost.
9.18	Frequency and quantity of manure, insecticide/pesticides shall be decided in association with OIDB.
9.19	Any requirement of tractor or other implement shall be provided by the bidder without any additional cost to OIDB.
9.20	To maintain the horticulture services of OIDB Bhawan 6 Nos. of gardener and 1 No. of Supervisor, per day, in day shift (9 AM – 6:00 PM, with half hour lunch break) is required for 312 days (annually). In the absence of one or more person suitable person shall be provided.
9.21	Any other job related to above.

10	BUILDING MANAGEMENT SYSTEM (FAS, CCTV, PAS, ACS)
10.1	Fire detection and alarm system:
10.1.1	Operation & maintenance of Smoke Detector Panel & Smoke Detectors.
	<p>Daily Checks:</p> <ul style="list-style-type: none"> • Check the power supply position of all the panels. • Check the LED of panels through lamp test switch • Check the health of battery • Check the battery, if used; boost charges of the same after restoration of power supply. • Check any fault if indicated on panels and rectify the same immediately. <p>Fortnightly checks:</p> <ul style="list-style-type: none"> • Operational readiness of system during main power failures. • Check the operation of external hooters. <p>Monthly Checks:</p> <ul style="list-style-type: none"> • Check the fire circuit of each zone from the panels • Check whether signal of fire and fault gets transmitted to main panel. <p>Quarterly checks:</p> <ul style="list-style-type: none"> • Check fault circuit to each zone by actually deactivating wire or by removing detection. • Check fire circuits by actually giving smoke to each detector of each zone • Cleaning of all type of detectors with a cloth piece from outside • Check the sensitivity of the detectors. <p>Half yearly checks: Properly clean all detectors with vacuum cleaner.</p> <p>Annual Inspection Test:</p> <p>Operation of at least 10% of the detectors in an installation should be checked each month and the selection should be done in such a way that all the detectors in the installation are checked at least once in every year. Replacement of faulty one's with new ones to be done by the service provider.</p>
10.2	Closed Circuit Television (CCTV)
10.2.1	Operation & maintenance of CCTV.

10.2.2	<p>Daily Checks:</p> <ul style="list-style-type: none"> • Check the power supply position of CCTV system. • Check any fault if indicated and rectify the same immediately. <p>Fortnightly checks:</p> <ul style="list-style-type: none"> • Operational readiness of system during main power failures. • Check the operation of cameras, etc. <p>Monthly Checks:</p> <ul style="list-style-type: none"> • Check the circuit of each camera. • Check whether CCTV signal clarity is there on the monitor screen. <p>Quarterly checks:</p> <ul style="list-style-type: none"> • Cleaning of all CCTV cameras from outside. • Check the sensitivity of CCTV cameras. <p>Half yearly checks:</p> <ul style="list-style-type: none"> • Properly clean all camera & monitors with vacuum cleaner. <p>Annual Inspection Test:</p> <p>Operation of at least 10% of the CCTV camera in an installation should be checked each month and the selection should be done in such a way that all the cameras in the installations are checked at least once in every year. Replacement of faulty one's with new ones to be done by the service provider.</p>
10.3	Public Address System (PAS)
10.3.1	Operation & maintenance of PAS
10.3.2	<p>Daily Checks:</p> <ul style="list-style-type: none"> • Check the power supply position of all speakers & the panel. • Check any fault if indicated and rectify the same immediately. <p>Fortnightly checks:</p> <ul style="list-style-type: none"> • Operational readiness of system during main power failures. • Check the operation of all speakers. <p>Monthly Checks:</p> <ul style="list-style-type: none"> • Check the circuit of each speaker. • Check whether signal gets transmitted to main panel. <p>Quarterly checks:</p> <ul style="list-style-type: none"> • Cleaning of all speakers from outside • Check the sensitivity of the speakers. <p>Half yearly checks:</p> <ul style="list-style-type: none"> • Properly clean all speakers.

	<p>Annual Inspection Test:</p> <p>Operation of at least 10% of the speakers in an installation should be checked each month and the selection should be done in such a way that all the speakers in the installation are checked at least once in every year. Replacement of faulty one's with new ones to be done by the service provider.</p>
10.4	Access Control System (ACS)
10.4.1	Operation & maintenance of ACS.
10.4.2	<p>Daily Checks:</p> <ul style="list-style-type: none"> • Check the power supply position of all ACS locations & the panel. • Check any fault if indicated and rectify the same immediately. <p>Fortnightly checks:</p> <ul style="list-style-type: none"> • Operational readiness of system during main power failures. • Check the operation of all ACS points. <p>Monthly Checks:</p> <ul style="list-style-type: none"> • Check the circuit of each ACS location. • Check whether signal gets transmitted to the main panel. <p>Quarterly checks:</p> <ul style="list-style-type: none"> • Cleaning of all ACS equipments from outside • Check the sensitivity of the ACS locations/points. <p>Half yearly checks:</p> <ul style="list-style-type: none"> • Properly clean all ACS equipment (inside & outside). <p>Annual Inspection Test:</p> <p>Operation of at least 10% of the ACS points in an installation should be checked each month and the selection should be done in such a way that all the ACS points in the installation are checked at least once in every year. Replacement of faulty one's with new ones to be done by the service provider.</p>

11.	HOUSEKEEPING
11.1	To provide all necessary equipment for housekeeping services such as Vacuum Cleaner (Wet & pry), Carpet Vacuum cleaner, Single Disk with all attachments for scrubbing only, High Pressure jet, Glass cleaning kits, Wet and Dry mopping sets as required.
11.2	Take a holistic view of the Estate and to adopt a proactive approach to the delivery of services. To report immediately for any defects, deterioration or damage to OADB property.
11.3	Cleaning services shall include but not be limited to dusting, polishing of all furniture, sills etc. Polishing, vacuum cleaning, cleaning of floors, Cleaning of all toilets and shower. General cleaning of kitchen and tea points, cleaning walls, ceilings, internal glass surfaces, cleaning of internal and external glass. The clearing of gutters/roofs to remove debris (where applicable). The removal of graffiti and other stains to the internal/external premises (where applicable); Cleaning/litter picking of external areas; Shampooing of carpet and chairs. Conduct housekeeping audit for every 6 months through internal FM company specialists. Only approved cleaning chemicals must be used.
11.4	Routine Cleaning - To undertake all tasks normally associated with routine office cleaning to ensure that the offices, toilets, meeting areas, public areas and all other working areas, furniture and floor spaces are maintained to a high level of general cleanliness and remain presentable and fit for their intended purpose.
11.5	Dusting, cleaning of all furniture, sills. All chairs and soft furnishings must be clean, dry and free from dust. All work stations, TV screens, upholstered partitions, bookcases, chairs, shelves, cabinets, tables, pictures and racks must be free from debris, stains, marks and dust. They must be clean and dry with no evidence of residual cleaning agents. In addition, they must be free from finger marks and smears. All telephones should be free from dust and smears. Light fittings must be free from dust All blinds and curtains should be free of stains, marks, and dust. All signage, including emergency signage should be clean, dry and free of stains, marks and dust. Bins must be empty, clean and dry inside and out, bin-liners replaced where necessary and placed in their original locations. Liners should be used in all containers.
11.6	Vacuum cleaning & Floor cleaning - All hard floor surfaces must be free from debris, clean, dry and free from stains, marks and dust. There must be no evidence of any accumulation of slurry of soaps, or residues of other cleaning agents. All carpets, tiles, mats and mat wells must be free from grit, dust and debris with no apparent stains. They must be clean and dry. Care is to be exercised when staff is still in the premises.

11.7	<p>Cleaning of all toilets - The required service standard is to be evident before the start of office and, in addition, should be brought up to the standard during the operating hours.</p> <p>All furniture and fittings must be free from debris, stains, marks and dust. They must be clean and dry with no evidence of residual cleaning agents. All sanitary ware, including showers, shower heads, sinks, wash hand basins, WC bowls, seats, covers, hinges, tops, undersides, rims, taps, overflows, outlets, chains, plugs, urinals, brushes, toilet roll holders, tiled surfaces, splash backs and vanity units must be free from scum, grease, hair, scale, dust, soil spillages and removable stains.</p> <p>In addition, the surfaces should be disinfected. Floors should be cleaned to the same standard as other building floors. In addition there should be no evidence of scum, grease, hair, and scale and the floors must be disinfected.</p> <p>All walls, skirting, pipes, vents, grilles, doors, doorframes, fittings and glass panels, window frames and sills must be free from debris, marks, and dust. They must be clean and dry with no evidence of residual cleaning agents. In particular, they must be free from finger marks, Verdigris stains and cobwebs to full height. Walls, doors and cubicle partitions shall be washed by a disinfectant solution regularly. Mirrors must be clean and free from smears.</p> <p>Soap dispensers must be filled, operating correctly with clean nozzles, the external surfaces must be Clean dry and free from smears. All toilets should be kept fully stocked with supplies and should be made available at all times.</p> <p>Bins must be emptied, cleaned and dried inside and out, bin-liners replaced where necessary and placed in their original locations. Liners must be used at all times. The Council expects a holistic washroom supplies service.</p>
11.8	<p>Walls, Ceilings, Doors, Window and Staircase - All walls, skirting, dado-rails, coving, radiators, pipes, vents, grilles, doors, doorframes, fittings and glass panels, window frames and sills must be free from debris, marks, and dust. They must be clean and dry with no evidence of residual cleaning agents. In particular, they must be free from finger marks, Verdigris stains and cobwebs to full height. All ceilings, ventilation diffusers and ceiling light fittings must be free from debris, marks, dust & cobwebs. They must be dry with no evidence of residual cleaning agents. Stairs Including treads, risers, nosing, banisters) balustrades, handrails, ledges and protective wire guards where present must be free from dust, debris, stains and marks. Treads and risers are to be treated same as floors Walls and high level surfaces and fittings must be free from dust, cobwebs and marks to the full height.</p>
11.9	<p>Corridors, Lifts and Lobbies - All hard floor surfaces must be free from debris, clean, dry and free from stains, marks and dust. There must be no evidence of any accumulation of slurry of soaps, or residues of other cleaning agents. Floors must be safe and not slippery. Some slight scuffing may be apparent but the dressing must be complete and intact without evidence of powdering, discoloration or build up.</p>

	All walls, skirting, dado-rails, coving, radiators, pipes, vents, grilles, doors, doorframes, fittings and glass panels, window frames and sills must be free from debris, marks and dust. They must be clean and dry with no evidence of residual cleaning agents. In particular, they must be free from finger marks, Verdigris stains, runs and cobwebs. All carpets, mats and mat wells must be free from grit, dust and debris with no apparent stains. They must be clean and dry. Stainless steel surfaces must be treated with an appropriate cleaning and polishing agent.
11.10	External Areas – The cleaning services should be done before the start of office and, in addition, should be brought up to the standard during the working hours. Entrances, reception area, car parking, paving, paths, grounds and the outside premises must be maintained so that no graffiti, debris, litter cigarette ends, dirt or spillages are apparent after cleaning. Empty all waste bins and place in their original locations.
11.11	Periodic cleaning - In addition to the above, periodic or deep clean activities not included in the routine cleaning activities. This can include, but is not limited to, deep cleaning activities that require more frequent cleaning than routine cleaning.
11.12	Telephone Sanitizing Service - Sanitize telephone equipment using a suitable method to prevent cross-contamination from one handset.
11.13	Server Room - Cleaning will be scheduled by arrangement with the person responsible for giving access to that particular area. This specification relates to the special cleaning in the communications and equipment areas within the premises. These areas must be free from dust, static electricity and be left clinically clean. There must be no evidence of dust, run marks, removable stains, finger marks or cobwebs on any surface. Under no circumstances must any computer or computer related equipment be disturbed in any way other than the cleaning actions. Service Provider must ensure that only the appropriate cleaner's power sockets are used for cleaning equipment, not those specifically dedicated for computer use. If in doubt the cleaners should consult the OI DB. Mats and carpets must be free from dust, debris and stains. Their attendant mat wells must be free from grit, dust and debris and must be left clean and dry. Hard floor areas must be entirely free from dust and left clean and dry. Where possible, items of furniture, that are removable are not to be cleaned within the area. They are to be removed cleaned outside the area and returned in a clean anti-static state. All non-computer equipment and furniture must be suction cleaned free from dust, grease and smears. Switch areas at the front of tape units or disk drives must not be dusted. The use of water for cleaning in these areas is forbidden.
11.14	Reactive Cleaning - A reactive service is required to maintain the full and safe use of the facilities. Tasks can include, but are not limited to, responding to spillages, replenishing consumables and monitoring the cleanliness of the sanitary facilities. Remove spills and treat to minimize damage to floor coverings and reduce the risk of staining. Use only approved specialised materials within the indicated timescales for the removal and treatment of spills.

11.15 Safety Guidelines - Service Provider must know and follow their duties related to safety for all personnel. All workmen should be provided uniform and shall work within OIBD premises in their prescribed uniform. Service Provider shall ensure that no access (passages & access to emergency apparatus/exits) are blocked, unless so authorized by OIBD beforehand. Service Provider shall provide prior information to OIBD representative about any hazardous material being brought on the site and shall ensure security storage of such material. Service Provider must leave work areas in a clean, tidy and safe condition at the end of each working period. The Service Provider should ensure that their personnel do not consume alcohol/do not smoke & do not take drugs on site. All workmen of the Service Provider must have valid identification cards verified by the Security Department & shall display at all times during duty hours.

11.16 **Operating Schedule for Housekeeping Services:**

<u>Description</u>	<u>Area</u>	<u>Task</u>	<u>Frequency</u>
General cleaning	Toilets	Service/Cleaning	Daily
General cleaning	Pantry	Service/Cleaning	Daily
General cleaning	Floor and Carpet	Service/Cleaning	Daily
General cleaning	Stairs	Service/Cleaning	Daily
General cleaning	Lifts/Escalators	Service/Cleaning	Daily
Cleaning	Table/Chair/phones	Service/Cleaning	Daily
Cleaning	Dustbins	Service/Cleaning	Daily
Disposal of	Garbage	Service/Cleaning	Daily
Cleaning	Security Room	Service/Cleaning	Daily
Cleaning	Basement/parking area	Service/Cleaning	Daily
Refilling of supplies	Toilet rolls, soap, etc.	Serve	Daily

Micro Cleaning	Deep cleaning of toilets, pantry, floor and carpets, work area; building area, building surrounding area, glass; roof drains, walls and grills, stores, lighting fixtures, server room wall panelling wood work, metal area, PCs, printers, TVs.		Weekly
Micro Cleaning	Building structure such as columns, beams cabinets, carpets vacuuming and carpets spot cleaning, washing of low walls, windows, cleaning of venetian blinds, cleaning of rain water drain line, man holes, sewer water drain line, cleaning of basement drain lines, washing of garbage dump area and containers, marble surface etc.		Weekly

	Stock Checking	Sanitizing of telephone, PC, Printer etc.	Monthly
		Checking of housekeeping supplies and making inventory and ordering report.	Monthly

11.17	<p>Waste Management - Kitchen Waste:</p> <p>All food waste from the Cafeteria and the Pantries are to be collected and stored at the designated areas at regular intervals.</p> <p>Waste Management - Paper Waste:</p> <p>All paper waste to be removed as and when required and at regular intervals.</p> <p>Waste Management - Renovation Debris:</p> <p>i) Renovation Debris is to be stored at designated space at designated area. ii) It is to be removed by the relevant contractor.</p> <p>Responsibility of Facility Manager to ensure adherence.</p>		
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PROPERTY FEATURES

1	Location	Plot no -2 , Sector-73, Noida (U.P.)
2	No. of stories	G+3(Tower-B,C,D) and G+9(Tower-A)
3	Total built up (including	44,020 Sq. M
4	Lower basement	10,000 Sq. M
5	Upper basement	10,000 Sq. M
6	Ground Floor	4,020 Sq. M
7	First to third floor	9,700 Sq. M
8	Fourth to ninth floor	10,300 Sq. M
9	No. of Lifts	8
10	No. of staircases	4
11	Car parking	lower and upper basement
12	Toilet details	49 Nos. (Ladies and Gents)
13	Pantries	24 Nos.
14	Water supply	Bore-well and Noida authority supply
15	Cafeteria (Canteen)	1 No.
16	Fire tank	Underground and overhead
17	Water softening plant for	Centralized water treatment plant
18	Hot water supply	Solar water heater system of 3000 Ltr

	19	HVAC	4x300TR water cooled Chillers	
	20	Firefighting system	Yes	
	21	Fire alarm and Public	Yes	
	22	Power back-up	DG sets 3x1010KVA plus 1x500KVA	
	23	Electric supply system	2x1600KVA ,11KV/0.415KV	
	24	Security system	Access control and CCTV system Yes	
	25	Horticulture and	Yes	
	26	UPS	3x160KVA plus 1x80KVA	
	27	Façade treatment &	Aluminium/glass /granite stone	
		A) Stone cladding	8500 Sq. M	
		B) Glass cladding	7700 Sq. M	
		C) ACP cladding	1450 Sq. M	
	28	Status of property	Owned by OIDB	
	29	Boundary wall	Yes	
	30	Building automation system	Yes	
	31	Gas suppression system	In server rooms	
	32	Sewage treatment plant	50 Cu. M per day in lower basement	
	Any other job related to above.			
11.18	CARPET CLEANING:			
	<p>Inside of floor area in OIDB Bhawan has been provided with Milliken carpets. After some time of usage it gathers dirt, dust, stains etc. These are required to be cleaned regularly. OIDB requires cleaning of carpet as recommended by the OEM. Process of cleaning will be - Dry vacuum cleaning of carpet followed by Mechanical shampoo process of the carpet. Removal of dust dirt, stains by extraction process Cleaning Solution to be used will be TASKI-101 and TASKI 103. These cleaning agent will be neutral detergent (Neither alkaline nor acidic in nature). Approx. area of carpet -3,710 Sq.mt.</p> <p>FREQUENCY - Monthly</p>			

11.19	FAÇADE CLEANING:						
	<p>Background</p> <p>OIDB has an office complex, situated at Plot No.2, Sec-73, Noida. Building with a built up area of 4,25,000 sq. ft. is constructed on a plot of 16,000 sq. mtr. There are 4 blocks in the building. 3 blocks are with G+3 floor construction, while the 4th block is with G+9 floor construction. The façade of building consists of DGU glass, ACP sheet and granite stone cladding.</p> <p>Total approx. area of façade is:</p> <table data-bbox="239 705 893 828"> <tr> <td>Stone cladding</td> <td>8500 Sq. Mtr.</td> </tr> <tr> <td>Glass cladding</td> <td>7700 Sq. Mtr.</td> </tr> <tr> <td>ACP sheet cladding</td> <td>1450 Sq. Mtr.</td> </tr> </table> <p>Services for cleaning the façade will be done by deploying mechanized cleaning machines or manual process through expert in façade cleaning.</p> <p>All machines, consumables, chemicals, cradle, tools and tackles shall be part of the scope and shall be arranged by the bidder.</p> <p>Only organic cleaning agents shall be used.</p> <p>Anything specifically not mentioned but in the opinion of bidder is required for the upkeep of system shall be included in the scope & shall be specifically mentioned about his inclusion.</p> <p>Frequency of cleaning: Twice a year</p> <p>Job Involves: Mechanized/manual cleaning of façade consisting of DGU/toughened Glass, ACP sheet, Granite stone at OIDB Bhawan, Sec-73, NOIDA for removing dust, dirt grime, algae, paint, filth, liter, Oil Stains etc. Arrangement for raising of scaffolding, platform, façade cleaning kit consisting of rope, gondola /cradle etc. will form part of the scope. Only skilled persons, who have sufficient experience in similar work will be deployed. While quoting the experience of person shall be highlighted. Cleaning of façade will be carried out with soft water (DM water). If required hot water may be used only for granite stone façade. Mild Chemical preferably organic cleaning agent can be used to remove stains etc.</p>	Stone cladding	8500 Sq. Mtr.	Glass cladding	7700 Sq. Mtr.	ACP sheet cladding	1450 Sq. Mtr.
Stone cladding	8500 Sq. Mtr.						
Glass cladding	7700 Sq. Mtr.						
ACP sheet cladding	1450 Sq. Mtr.						

11.20	GENERAL PEST CONTROL/ANTI TERMITE TREATMENT:
	Will comprises of eradication of Cockroaches, Mosquitoes, Flies, Lizards, Termite etc. through permitted insecticides as per Government of India and WHO norms. The services should cover the entire offices areas, common areas, Basements areas, machinery/equipment/furniture/fixtures & on and around the pile of files, toilets, drain, ducts, and all pantries/cafeteria/kitchen area etc. of OIDB Bhawan.
11.21	Rodent Control:
	Will include restriction/repulsion of rodent's entry to building. Treatment for eradication of rodents from the building.
11.22	Fogging:
	Fogging of open areas will be carried out to make area clear of the airborne insects, flies, mosquitoes, etc. Fogging will be done on Saturday and whenever necessary.
11.23	Disinfectant:
	<p>Treatment of open drains for stopping the growth of any insects, mosquitoes, reptiles etc. The frequency of services shall be once in a month or as may be required if service is found to be not satisfactory, without any additional cost to the owner. The service provider will have to suitably disinfect drain, outlets from the kitchen, Cafeteria, pantries, toilets etc. by spraying with insecticide every Saturday and whenever necessary.</p> <p>Agency must ensure that the pest control once done shall remain effective up to next pest control failing which it shall have to be done again without any cost. The pesticides, etc. used for pest, rodent control, etc. should not have adverse impacts on human health. Preferably herbal based pesticides shall be used. During the execution the work prior information will be given to OIDB and record will be maintained in the schedule of register.</p> <p>FREQUENCY: Once in a month</p>

DETAILS OF AREA OF OIDB BHAWAN

- OIDB Bhawan, Plot No.02, Sector -73, NOIDA (UP).
- Plot Area – 16,000 Sq. Mtr.
- Total Area – 31,664 Sq. Mtr. Approx. including two Basements.
- Working space in the offices – GF to 3rd floor in G+3 block and GF to 9th floor in G+9 block

Following areas will require pest control, anti-termite treatment, disinfectant treatment, rodent control, fogging of open areas:-

- Office rooms
- Cabins
- Board room
- Seminar hall
- Pump Rooms
- Lift Machine Rooms
- Security Control Room
- DG/Electrical room
- HVAC plants/AHUs/chillers underground fire water and water supply space
- Water treatment plant/STP plant
- UPS room
- IBMS room
- EPBAX room
- Server rooms
- Cafeteria, pantries, Kitchen
- Toilets
- Gymnasium
- Library,
- Main entrance lobby
- Peripheral area
- Atrium
- Staircases
- Lift lobbies
- Landscapes areas
- Entry points
- Entrance and exit gates
- Security cabins etc.

11.26	RECEPTION DESK
	<p>Suitably qualified persons, minimum a graduate, fluent in Hindi and English writing and speaking. Should be able to handle the visitor to the offices operating from OADB Bhawan. Should be a pleasant personality, humble and ready to guide the visitors. His/her duties would be to issue gate passes, establish a communication with the officers in the building and the visitor, keeping a tab over the person entering the building. To keep vigilant eye on anti-social element, interaction with security staff etc. or any other duty assigned to him/her. Knowledge of English, Hindi and computer.</p> <p>Two persons will be engaged on day shift basis (9 hrs/day) for 5 days a week. Working Hrs of the person to be engaged will be from 9.00 AM to 6 PM, without break.</p> <p>In the event of absence of one or more person suitable substitutes will be provided.</p> <p>Man-days per annum $2 \times 5 \times 52 = 520$ man-days (Persons/day x days/week x weeks in a year)</p>
11.27	AUDIO VIDEO OPERATOR
	<p>Audio Video facility in the building have been supplied erected by Siemens. Similarly Integrated Building Management System, consisting of fire alarm system, access control system, CCTVs, PA system and BMS have also been supplied and erected by Siemens. Operation work of IBMS shall be done by the incumbent. The maintenance services are provided by Siemens for these facilities. Additional duties include LAN network, Audio/Video, Internal PRI, Telephone exchange, Voice communication, Network Switches, lease line, Tata Sky, etc. Diploma/ITI in Electronics & Electrical/Computer science with 5 years experience. One person per day, in day shift (9 AM -5.30PM, with half hour lunch break) for six days a week.</p> <p>Man-days per annum $1 \times 6 \times 52 = 312$ man days (Persons/day x days/week x weeks in a year)</p>
11.28	Assistant Facility Manager
	<p>Housekeeping, lift operation, plumbing operations, STP operations, Fire Fighting operations, Air conditioning operations, reception desk operation, etc. need an Assistant Facility Manager suitably qualified with experience of more than 7 years to effectively manage these operations. One person per day, in day shift (9 AM -5.30PM, with half hour lunch break) for six days a week is intended to be engaged.</p> <p>Man-days per annum $1 \times 6 \times 52 = 312$ man days (Persons/day x days/week x weeks in a year)</p>

11.29	Facility Manager
	<p>To take care of civil works of OIDB Bhawan and to manage technical supervision of Lifts, STP, Fire Fighting system, Pumps, cooling towers, UPS & Electrical system, HV Air conditioning, DGs etc. need a managerial expert of the level of Manager B. Tech preferably in civil engineering with more than 7 years' experience to effectively manage technicalities of above mentioned utilities. One person per day, in day shift (9 AM -5.30PM, with half hour lunch break) for six days a week is intended to be engaged.</p> <p>Man-days per annum 1 x 6 x 52 = 312 man days (Person/day x days/week x weeks per year)</p> <ul style="list-style-type: none"> • All persons to be engaged as stated above will be highly skilled and shall be engaged exclusively with the consent of OIDB only. • Any person not found suitable at any stage after engagement to be replaced suitably by bidder. <p>Bidder will only be liable for the fulfillment of statutory requirement arising on account of engagement of such person. Bidder will indemnify OIDB on this account.</p>

Annexure - II

Tentative requirement of Facility Management Staff				
Sl.	Post	Job Description	Nos.	Duty
1	Facility Manager	To take care of services of OIDB Bhawan and to manage technical supervision of Lifts, STP, Fire Fighting system, Pumps, cooling towers, UPS & Electrical system, HV Air conditioning, DGs, civil works, etc. B.Tech in Electrical/civil Engineering with more than 7 years' experience to effectively manage services & technicalities of all utilities. One person per day, in day shift (9 AM -5.30 PM, with half hour lunch break) for six days a week. Knowledge of Hindi, English and Computer.	1	8 Hrs.
2	Assistant Facility Manager	Housekeeping, operation of lifts, STP, Fire & water operations, Air conditioning operations, plumbing operations, reception desk operation, etc. need an Assistant Facility Manager suitably qualified with experience of more than 7 years to effectively manage these operations. One person per day, in day shift (9 AM -5.30 PM, with half hour lunch break) for six days a week. knowledge of Hindi, English and Computer.	1	8 Hrs.
3	Supervisor Engg. for Electrical, HVAC and Fire Fighting	Diploma Engineer from government recognized institute with minimum 5 year experience in a reputed organization. Having sound knowledge of operation and maintenance of HVAC, DG sets, UPS, Transformers, Main LT Panels, ACB/VCB, Pumps, Motors, fire & water services with knowledge of English, Hindi and computer.	3	8 Hrs.
4	DG Operator	Diploma Engineer/Certificate with minimum 5 year experience in maintenance and operation of DG sets, ACB, LT panels in a reputed organisation. Should have knowledge of English and computer. Knowledge of Hindi.	2	8 Hrs.
5	Electrician	Diploma from recognized institute having minimum 5 year experience in maintenance and operations of electrical equipments ACB/VCB Transformers, LT Panels, UPS, Pumps and motors etc. in a reputed organization. Knowledge of Hindi.	3	8 Hrs.
6	HVAC Operator	Diploma Engineer/Certificate with minimum 5 year experience in O&M of HVAC in a reputed organisation. Should have knowledge of written English and computer. Should know Hindi.	3	8 Hrs.

7	Carpenter	Minimum 3 years experience preferably ITI pass in repair & maintenance of all type of wood work, furniture, fittings including glass & aluminium work in organization of repute. Knowledge of Hindi.	1	8 Hrs.
8	Plumber	ITI with 3 years experience in maintenance and operation of plumbing works in an organization of repute. Knowledge of Hindi	3	8 Hrs.
9	Lift Operator	12th Pass with Diploma/Certificate from a recognized institute with minimum experience of 5 years in a reputed organization and Good knowledge of maintenance and operation of lifts.	4	8 Hrs.
10	Fireman cum Technician	12th Pass with Certificate/diploma from a recognized Institute. Should have knowledge of all fire & water equipments and 5 year operation & maintenance experience.	3	8 Hrs.
11	House Keeping Supervisor	Graduate having minimum 5 year experience of Housekeeping works with in an organization of repute. Should have knowledge of all cleaning procedures, chemicals in an office with knowledge of English, computer and Hindi.	1	8 Hrs.
12	Help Desk Receptionist	Graduate fluent in Hindi and English writing and speaking. Attend call from the premise on all the services. Direct the complaint to the concerned vendor. Track every complaint, 95% of complaints should be resolved on the same day. Escalate the unresolved complaint to OIDB. Any critical complaint to be reported to OIDB immediately on receipt of complaint. Provide daily, weekly, monthly MIS on the complaints received with status. Knowledge of English, Hindi and computer.	1	8 Hrs.
13	Audio Video Operator	Diploma/ITI in Electronic & Electrical/Computer Science with 5 years experience. Operation work of BMS shall be done by the incumbent. Additional duties include LAN network, Audio/Video, Internal PRI, Telephone exchange, Voice communication, Network Switches, lease line, Tata Sky, etc. Operate, oversee and manage above utilities in an effective & efficient manner. One person per day, in day shift (9 AM -5.30PM, with half hour lunch break) for six days a week is intended to be engaged. knowledge of English, Hindi and computer	1	8 Hrs.

14	House Keeping Boys	Preferably High School passed with 3 year experience of cleaning works and other housekeeping jobs in a company of repute. Knowledge of Hindi.	30	8 Hrs.
15	Helpers	Preferably High School pass with 3 year experience in similar works in a company of repute. Knowledge of Hindi.	14	8 Hrs.

Vandana Verma

(Vandana Verma)
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